

Revised 12/07	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO. GE-21
SUPERSEDES		SHEET 1 of 2
SUBJECT: ELECTION PRECINCT WORK		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: General As item: GE-21

I. PURPOSE

The purpose of this guideline is to define how districts and charter schools will report student attendance when the student is absent due to volunteering at an election precinct.

II. GUIDELINE

- a. Pursuant to Ariz. Op. Atty. Gen. No. I97-002 (1997), school districts and charter schools shall not count any student absent from one or more instructional programs if the student is a volunteer at an election precinct as part of a civics or government class and was physically present at the school for a portion of the day.
- b. Pursuant to A.R.S. §16-531(I), a school district or charter school shall not count any student absent from one or more instructional programs if the absence is a result of the student serving on an election board.
- c. Pursuant to A.R.S. §16-531(G), a the board of supervisors of the election board may appoint a clerk who is not eligible to vote if the following conditions are met:
 1. The person is a minor who will be at least sixteen (16) years of age at the time of the election;
 2. The person is a citizen of the United States at the time of the election;
 3. The person is supervised by an adult who has been trained as an elections officer;
 4. The person has received training provided by the officer in charge of the elections;
 5. The parent or guardian of the person has provided written permission for the person to serve.
- d. Pursuant to A.R.S. §16-531(H), a school district or charter school shall not be required to reduce its average daily membership or average daily attendance for any student who is absent from one or more instructional programs as a result of the student serving on an election board.

III. PROCEDURE

In order for a school to not reduce its average daily membership or average daily attendance and not count any student absent, certain documentation is required to be maintained. All documents must be retained in the file for a period of four (4) years in order for ADE to determine that the student count should not be adjusted.

Students who volunteer at an election precinct in conjunction with a State Board approved course of study must be physically present at the school for a portion of the day. The time the student left to volunteer or the time the student arrived from volunteering at the election precinct should be noted

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on the attendance register ledger and the student shall submit to the school (1) a copy of the parent or guardian permission to volunteer; and (2) attestation from the supervising election officer which must indicate the date and how many hours the student was volunteering at the election precinct.

If the student is appointed as a clerk by the board of elections, the student must submit to the school (1) a copy of the parent or guardian permission to serve on the board; (2) attestation confirming proper training has been completed by the officer in charge of the election; and (3) attestation from the supervising election officer which must indicate the date and how many hours the student was serving in their clerk capacity.